

## **ARTS & CULTURE COORDINATOR – Tempe Center for the Arts**

***This recruitment is open until the position is filled or a sufficient number of applications have been reviewed to establish a qualified candidate pool.***

***First review of applications will occur on January 3, 2022.***

***Or***

***This recruitment is open for two weeks. Applications will be reviewed until a sufficient qualified candidate pool has been established.***

### **Salary Range:**

Arts & Culture Coordinator: \$59,116/yr. min. - \$79,807/yr. max.

### **Department / Division:**

Community Services/ Arts and Culture

### **Job Type:**

Full-Time Regular

### **Schedule:**

8:00 a.m. to 5:00 p.m.; Monday through Friday

*The City of Tempe participates in the Arizona State Retirement System ([ASRS](https://www.tempe.gov/government/internal-services/human-resources/careers/benefits-summary)) Defined Benefit plan with mandatory employer and employee contributions currently at 12.22% (12.41% effective July 1, 2021). ASRS pension plan includes a Long-Term Disability Benefit. We also offer a comprehensive benefits package including vacation, sick leave, holiday and short-term disability. Our employees have generous insurance options for medical, dental, vision and life. For more details, visit: <https://www.tempe.gov/government/internal-services/human-resources/careers/benefits-summary>*

### **Tempe Center for the Arts Business Development Coordinator**

The TCA Business Development Coordinator is a vital member of the Tempe Center for the Arts team for booking events and encouraging revenue generation. The Business Development Coordinator will actively promote the TCA to seek and book new events, coordinate the TCA social and business event calendars, issue and track License Agreements with clients; communicate user needs and details to appropriate staff, provides information for the development of marketing materials, and coordinates client billing with associated staff. The TCA Business Development Coordinator manages license and billing tasks for TCA Partner companies, and coordinates with clients and TCA staff to ensure successful events at Tempe Center for the Arts.

### **MINIMUM QUALIFICATIONS**

#### **Work Experience:**

Three years of work experience assisting the management and/or operation of a performing arts facility or similar venue. Applicable experience may include front of house operations, catering services, event services and/or hospitality services.

*Years of experience are based upon a full-time work schedule (2,080 hours per year). The sum of an applicant's full-time and/or part-time qualifying work experience must meet or exceed the stated minimum qualification. Education will not substitute for the required work experience; however, related unpaid and/or volunteer work experience may be used as qualifying work experience.*

**Education:**

Equivalent to an Bachelor's Degree from an accredited college or university with major course work in theater, hospitality, arts management or a degree related to the core functions of this position.

*The term "equivalent" means that directly related work experience exceeding the required work experience will substitute in equal time increments for college-level education, for example: one year of additional directly related work experience will substitute for one year of college education (30 credit hours).*

**Certifications, Licenses, and/or Registrations:**

None

**ADDITIONAL REQUIREMENTS**

Applicants considered for this job classification must pass the following:

- Criminal history background investigation

**ESSENTIAL FUNCTIONS**

For a complete list of City of Tempe job descriptions go to:

<https://www.tempe.gov/government/internal-services/human-resources/careers/job-descriptions#LtrT>

This position is FLSA Exempt which means employees are not eligible for overtime compensation and/or compensatory time.

Employees in this position are represented by the United Arizona Employees Association (UAEA).

**EQUAL EMPLOYMENT OPPORTUNITY:** *The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The City does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the City will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request a reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.*

All applications must be submitted online.

<https://www.tempe.gov/government/human-resources/careers>

Go to [tempe.gov/jobs](https://www.tempe.gov/jobs), under "Regular Recruitments" click "View Recruitments Available" then "View All Jobs" and scroll to this job post.